



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 11/19/2017	<u>Interviewer:</u> Mallory Sullivan	<b>RFA #17 – 78</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u>		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☐    Student ☒  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

- |                                                        |                                            |                                             |                                     |                                              |
|--------------------------------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input checked="" type="checkbox"/> Sex/Gender         | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |                                            |                                             |                                     |                                              |

Time Line		
Date	Item	Comments
11/19/2017	[REDACTED] emails Mallory	Requesting time to meet next week or after the thanksgiving weekend but before the winter break.
11/20/2017	Mallory emails [REDACTED]	Offer to meet on 11/21, 11/28/, or 11/29
11/22/2	[REDACTED] emails Mallory	Set meeting for 11/28
11/28/2017	[REDACTED] meets Mallory at EOO	[REDACTED] disclosed that she has been working with CASAS following a rape that occurred while she was on a family vacation early this fall (2017). Mallory explained the role of the EO Office, confidentiality, the option to have CASAS present and our complaint process options. [REDACTED] said she understood and felt good about her understanding of EO from her conversations with CASAS. [REDACTED] said that she is not interested in a formal complaint, but is requesting support or assistance regarding her major. She is a [REDACTED] major and is fearful that she will be "kicked out" of her major and not able to graduate on time. She is concerned because she failed [REDACTED] over the summer

		<p>because the final was on the same day that she had an experience with an [REDACTED] employee that resulted in an [REDACTED] sexual harassment complaint. Due to this, she needs to do well in her classes this quarter to stay in the major. However, she explained has had difficulty this quarter stemming from stress and anxiety she is experiencing following the rape. She is looking for support to stay in the major as she feels that the sexual harassment issue and the rape have impacted her studies.</p> <p>She is currently taking:</p> <ul style="list-style-type: none"> <li>- [REDACTED] ) with [REDACTED]. She currently thinks her grade is about a C.</li> <li>- [REDACTED] with [REDACTED]. She does not know what her grade is</li> <li>- [REDACTED] ) with [REDACTED]. She thinks she has an A in this course.</li> </ul> <p>To date, Michelle has emailed two professors, [REDACTED] and [REDACTED], to "let them know" (see 12/7 conversation with Michelle below).</p> <p>[REDACTED] shared that she has not been doing well this quarter because, due to the trauma she experienced, she has had difficulty going to class everyday. She thinks she has missed three days of [REDACTED] and that attendance is 1/3 of the grade.</p> <p>Possible outcomes discussed include having the department consider her major G.P.A. without the summer 2017 [REDACTED] grade, or allowing her an extra quarter to get her grades up. Mallory also referred [REDACTED] to DRS based on information she shared about difficulty attending class due to a disability.</p>
12/3/2017	[REDACTED] emails Mallory	Looking for a status update
12/7/2017	Mallory emails [REDACTED]	Will call with update on 12/8
12/7/2017	Mallory call to Michelle	Michelle says when she emails professors it is a fairly standard letter that says the students has experienced trauma and that they are looking for accommodations and that the student will be approaching them to discuss the best way to succeed in the course/ program. Michelle agreed to check her email to see if there was any notable response from [REDACTED] professors.
12/14/2017	Mallory and SGS call to [REDACTED]	The department is willing to work with [REDACTED] if here grades are not adequate this term, including considering her GPA without the [REDACTED] grade. [REDACTED] would like to invite [REDACTED] to either meet with him or [REDACTED] (Advisor) to plan approach moving forward so that she can not only stay in the major but so that she can be successful in her major and work to graduating.
12/15/2017	Mallory call to [REDACTED]	Informed that MS and SGS spoke to [REDACTED] and the department is willing to be flexible with her if the grades from her finals this quarter are not adequate. The department will consider her GPA without the [REDACTED] grade. [REDACTED] was satisfied with the outcome.
